



City of Pomona

Part-Time Management/Confidential Compensation Plan

**Approved by City Council on October 18, 2021
Resolution Number 2021-145**

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PART-TIME MANAGEMENT/CONFIDENTIAL COMPENSATION PLAN

I. SCOPE

- A. The Part-Time Management/Confidential (PTMC) Compensation Plan is a summary of compensation, benefits and employment practices and shall apply to all managerial, supervisory and confidential employees hired to work on a part-time basis unless the part-time classification is expressly covered by a separate Memorandum of Understanding or Personnel Rules and Regulations. Part-time refers to employees hired on a temporary or seasonal basis or on an on-going basis who work less than a full-time schedule. It includes Retired Annuitants. Limited-Term Assignments are governed by the City of Pomona Personnel Rules and Regulations and incumbents on Limited-Term Assignments are not included in this Plan. The definition of “managerial”, “supervisory” and “confidential” employees is based up on the definition in the City’s Employee-Employer Relations Ordinance, City of Pomona Municipal Code Section 2-276.
- B. The City’s agreement with the California Public Employees’ Retirement System (CalPERS) excludes employees compensated on an hourly basis hired after June 28, 1962. All employees covered by this compensation plan work on an hourly basis and are excluded from the CalPERS Retirement System pursuant to this provision.
- C. The Compensation Plan provisions described herein shall establish for all affected employees matters relating to employment conditions, including, but not limited to wages, hours and other terms and conditions of employment except as provided in Article I.D. This Plan is intended to supersede all prior and/or conflicting provisions of any ordinance, City Code section, resolution or personnel rule or regulation, whether expressed or implied, written or oral.
- D. The City retains all rights not specifically delegated in this Compensation Plan including, but not limited to, the right to take any desirable action with respect to any municipal matters.
- E. This Plan is designed to provide part-time employees with a reference tool regarding terms and conditions of their employment as determined by the City Council. These provisions will be periodically updated and may be revised by the City Council at any time.

II. SALARY/CLASSIFICATION PLAN

A. GENERAL DESCRIPTION.

- 1. **CLASSIFICATIONS.** The Part-Time Management/Confidential Compensation Plan includes classifications assigned managerial, supervisory and/or confidential duties. The classifications are broad in nature and encompass a wide variety of duties for various departments. While there are general types of duties associated with each classification, the City may assign duties as needed to each position.

2. SALARY RANGES. The salary ranges for each classification vary widely to allow each department to work with Human Resources to determine the appropriate salary rate for the assigned duties.
3. RECRUITMENT AND SELECTION. Part-time Management/Confidential employees may be appointed directly or through any recruitment and selection process as determined by the Human Resources/Risk Management Director. The selection of part-time employees is not governed by the City of Pomona Personnel Rules and Regulations applicable to most full-time employees.
4. INITIAL APPOINTMENT. The initial appointment of an employee will normally be at the beginning of the range. In cases when it is merited by experience, education, training, duties, or other relevant factors, an employee may be hired higher than the beginning of the range based upon the recommendation of the Department Director and approval of the Human Resources/Risk Management Director or City Manager.
5. MOVEMENT WITHIN THE SALARY RANGE.
 - a. The salary rate and any adjustments may be made with the recommendation of the Department Director with the approval of the Human Resources/Risk Management Director consistent with the guidelines below. Salary increases are not automatic.
 - b. A salary increase of up to 5% may be considered annually if there are available funds and the employee has exceptional performance and/or is meeting the goals and objectives of the department. The maximum movement on the pay range is 30% and the salary cannot exceed the top of the pay range for the employee's classification. rate provided to the incumbent shall not exceed the appropriate maximum rate for the assigned duties and responsibilities as determined by the Human Resources/Risk Management Director or the top of the pay range. Due to the broad salary ranges for certain part-time classifications, an employee may not be eligible to move up to the maximum rate for the classification based upon the types of duties performed.
 - c. A salary rate may also be adjusted based upon a change in job duties, acting assignment or other justifiable reason upon the recommendation of the Department Director, submitted to the Human Resources Director for approval by the City Manager.

B. SALARY PLAN ADMINISTRATION.

1. Employees shall be compensated on a bi-weekly basis providing for 26 pay periods in a calendar year.
2. An employee will not receive any compensation of any type while on leave of absence without pay or while absent from duty without official leave.
3. If the salary range for a particular job classification is either increased or decreased, then the City Manager shall determine how salary rates shall

be impacted for individual employees.

4. The performance of the employee shall be evaluated periodically. Such evaluation will generally be conducted annually and may be used as a basis to adjust the salary rate.
 5. The Evaluation Date shall be the date on which an employee will typically receive an annual performance evaluation. This date shall be the date of hire, unless otherwise modified by the Department Director. Any change in an employee's job classification shall be considered as an appointment which establishes a new Evaluation Date. The Department Director may choose to conduct a performance evaluation more or less frequently, but the evaluation date shall not change.
- C. AT-WILL STATUS. Part-time employees are considered to be employed at the will (at-will) of the appointing officer.
- D. APPOINTMENT TO A DIFFERENT PART-TIME POSITION. Employees may be appointed to a different part-time position with the recommendation of the department director with the approval of the Human Resources/Risk Management Director or City Manager.
1. An employee appointed to a different part-time position will be appointed at the salary rate determined by the department director and approved by the Human Resources/Risk Management Director or City Manager.
 2. An employee may be appointed to a second different position with the salary rate determined by the Department Director and approved by the City Manager based on that assignment. The hours worked between both positions shall comply with Article IV.A.

III. COMPENSATION AND BENEFITS

A. SALARY.

1. Salary ranges for each classification are included in Appendix B.
2. Effective October 1, ~~2019~~2021, the City shall increase the salary rate for each active employee by ~~4%~~2.5%. The rate for any Retired Annuitant must meet the requirements set by CalPERS.
3. Effective December ~~22, 2019~~19, 2021, certain salary ranges shall be adjusted based upon the change in the State minimum wage, as shown in Appendix B. The rate of any employee that is below the new minimum of the range shall be adjusted to the minimum of the range. ~~These changes are based upon the change in the State minimum wage and other related realignments. If the State minimum wage increase for January 2020 is deferred by the State, then these special adjustments shall be deferred until the minimum wage increase is implemented.~~

4. Effective October 1, ~~2020~~2022, the City shall increase the salary range and salary rate for each active employee by ~~4%~~2.5%.

~~5. Effective December 20, 2020, certain salary ranges shall be adjusted as shown in Appendix B. The rate of any employee that is below the new minimum of the range shall be adjusted to the minimum of the range. These changes are based upon the change in the State minimum wage and other related realignments. If the State minimum wage for January 2021 is deferred by the State, then these special adjustments shall be deferred until the minimum wage increase is implemented.~~

- B. PAYCHECK DEPOSIT. The City provides direct deposit (electronic transfer) of the net paycheck of employee at the option of the employee. Employees must sign the required authorization form provided by the City.

- C. OVERTIME.

1. Due to the number of hours part-time employees are authorized to work, most part-time employees will not work overtime except in emergencies or very limited circumstances. Overtime work must be authorized in advance by an employee's appropriate immediate supervisor.
2. An employee working in excess of forty (40) hours in a work week shall receive overtime at a time and one-half basis. Paid sick leave shall not count as hours worked for purposes of overtime.

- D. DEFERRED COMPENSATION, SOCIAL SECURITY, AND MEDICARE.

1. As of July 1, 1991, the Omnibus Budget Reconciliation Act of 1990 (OBRA 1990) required the wages of public employees who are not members of a qualified retirement system to be subject to social security tax or a qualified alternate retirement plan. In lieu of participation in social security, all part-time employees shall contribute 7.5% of wages to a qualified deferred compensation plan designated by the City.
2. Employees may elect to voluntarily contribute additional earnings to a separate deferred compensation plan designated by the City.
3. Employees shall pay Medicare taxes as required by law.

- E. LICENSES, PERMITS AND PHYSICAL EXAMINATIONS.

1. The City Manager shall determine whether a classification is eligible for pay or reimbursement for required licenses, permits and physical examinations.
2. Employees are required to obtain and maintain any license or permit if it is indicated as a job requirement.

- F. UNIFORMS.

1. Departments may provide uniforms to employees who are required to wear such uniforms as part of the assigned job duties or for other operational reasons upon the recommendation of the Department Director, with the approval of the City Manager. Such approval shall be on based upon the general category, such as the department, classification and job duties, not for each individual employee.
2. The City will provide appropriate personal protective equipment on an as-needed basis.
3. Employees who are required to wear safety footwear will provide and wear the appropriate footwear while at work. The City may reimburse certain classifications required to wear safety footwear for one pair of safety footwear up to \$150 per fiscal year. ~~Effective July 1, 2022, the reimbursement amount will be increased to \$250 per fiscal year. In addition, the City will explore implementing a voucher system beginning July 1, 2022.~~ The footwear must meet ASTM or other industry approved standards appropriate for the employee's work assignment and classification, as determined by the Department Director and the Human Resources/Risk Management Director. The Human Resources/Risk Management Director shall determine the specific classifications and positions that are eligible for safety footwear reimbursement.

G. BILINGUAL PAY.

1. Effective January 16, 2022, each affected employee who has the ability to fluently converse in one of the designated languages and uses the language in his/her work shall receive bilingual compensation in the amount of fifty cents (\$.50) per hour for hours actually worked. Multi-lingual compensation for speaking more than one additional language shall still be limited to fifty cents (\$.50) per hour; no additional compensation is paid for multiple language. Retired Annuitants are not eligible for bilingual pay.
2. The City will establish standards and procedures to determine if an affected employee is qualified to receive such compensation.
3. The designated languages are: Spanish, Cambodian, Vietnamese, Cantonese, Korean, Mandarin, Tagalog and American Sign Language. The City may review and expand the list of designated languages that qualify for bilingual pay.
- 3-4. Regardless of whether or not an employee is receiving bilingual pay, employees having bilingual capability shall be required to reasonably respond to non-English inquiries directed to them in their capacity as a City employee.

IV. ATTENDANCE AND LEAVES

A. HOURS OF WORK.

1. The City may schedule employees as needed to meet operational needs.

The hours scheduled are at the sole discretion of the City and may vary from week to week. There is no guarantee of a minimum number of hours.

2. Part-time employees shall typically work no more than 1,000 hours per fiscal year (July 1 to June 30).
 3. Retired Annuitants shall not work more than 960 hours per fiscal year (July 1 to June 30).
 4. Employees shall typically work no more than 20 hours per week. Employees will not be assigned to work more than 24 hours per week without authorization from the Human Resources/Risk Management Director or City Manager. An employee authorized to work more than 20 hours per week must not work more than 1,000 hours per fiscal year.
 5. Any exceptions to these provisions must be approved by the City Manager.
 6. MEAL PERIODS. Each employee may be scheduled for an unpaid meal period, especially in cases where the employee works longer than six (6) hours per day. The meal period shall typically be not less than thirty (30) minutes, and not greater than sixty (60) minutes, as scheduled by the responsible Department Director or Division Manager.
 7. REST PERIODS. Employees may be authorized to take rest periods as scheduled by the responsible Department Director or Division Manager which, insofar as practical, shall be in the middle of each work period. Rest period time shall be counted as hours worked and may only be taken when the employee can reasonably be relieved from duty. Rest periods cannot be taken at the beginning or end of the shift and cannot be combined.
- B. ATTENDANCE. Regular attendance is important for the success of the job. Employees shall work the schedule assigned. If the employee is unable to work the assigned schedule, the employee must obtain prior approval from the designated supervisor in accordance with procedures designated by the employee's department.
- C. SICK LEAVE.
1. DEFINED.
 - a. Sick leave is leave from duty which may be granted by the City to an employee for the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member. Sick leave may be granted to an employee who is a victim of domestic violence, sexual assault, or stalking. Sick leave shall only be used in those instances where the employee is unable to perform the essential duties of his or her position.
 - b. An employee's family member is defined as the employee's spouse, registered domestic partner, child, step-child, parent, stepparent,

brother, sister, grandchild, grandparent, or parent-in-law.

2. SICK LEAVE USE.

- a. An employee may be granted paid sick leave in case of actual sickness as defined in Article IV.C.1 above.
- b. In order to apply for paid sick leave use, an employee shall notify the appropriate immediate supervisor or his/her designee either orally or in writing, no less than thirty (30) minutes before the time established as the beginning of the employee's work day, unless the Department determines that the employee's duties require more restrictive reporting.
- c. Accrued sick leave may be used beginning the 90th calendar day after the date of hire.
- d. In the event that an employee has applied for sick leave use for three (3) or more consecutive scheduled working days, the City may require a physician's certification documenting that the absence is a result of a personal illness or injury or the illness or injury of an immediate family member as defined in this section, the expected date the employee may return to work, and if there are any restrictions on the employee's ability to work.
- e. In the event an employee requires additional time that exceeds the maximum paid sick leave balance, the employee may submit a written request for a leave without pay. The request should indicate the purpose of the leave and expected return date. The City shall have sole discretion to approve or disapprove any such request or any extension of said approved leave. Employees absent from work on approved leave will be in an unpaid status after accrued sick leave has been exhausted.

3. SICK LEAVE ACCRUAL.

- a. All employees except retired annuitants shall begin accruing paid sick leave on the first day of employment. Retired annuitants are not eligible to earn sick leave.
- b. All employees except retired annuitants shall accrue sick leave at the rate of 1 hour of accrual for every 30 hours worked. Sick leave shall be credited on a pro-rated basis for each hour worked or other similar accrual method.
- c. All overtime hours worked shall be considered as hours worked for the purposes of sick leave accrual.
- d. Sick leave granted by the City and used by an employee shall be deducted from the employee's accrued sick leave balance.

- e. Sick leave may be accrued to a maximum of sixty (60) hours.
- f. Sick leave shall not be cashed out upon separation from employment. Sick leave balances shall be maintained if the employee moves to a regular, benefited position in the City without a break in service.
- g. If an employee separates from employment and is rehired within one year from the date of separation, previously accrued and unused sick leave hours will be reinstated and the employee will be eligible to use the reinstated sick leave immediately.

D. HOLIDAYS.

- 1. The City observes the following holidays:
 - a. January 1, New Year's Day;
 - b. Third Monday in January known as Martin Luther King Jr. Day;
 - c. The third Monday in February, known as "President's Day";
 - d. The last Monday in May, known as "Memorial Day";
 - e. July 4, Independence Day;
 - f. The first Monday in September, known as "Labor Day";
 - g. November 11, known as "Veterans' Day";
 - h. "Thanksgiving Day";
 - i. The day after "Thanksgiving Day";
 - j. December 24, Christmas Eve;
 - k. December 25, Christmas Day.

Effective beginning in 2022, the City observes the following holidays:

- a. January 1, New Year's Day;
- b. Third Monday in January known as Martin Luther King Jr. Day;
- c. The third Monday in February, known as "President's Day";
- d. March 31, known as "Cesar Chavez Day";
- e. The last Monday in May, known as "Memorial Day";
- f. June 19, known as "Juneteenth National Independence Day";
- g. July 4, Independence Day;
- h. The first Monday in September, known as "Labor Day";
- i. November 11, known as "Veterans' Day";

j. The Thursday in November appointed as "Thanksgiving Day";

k. The day after "Thanksgiving Day";

l. December 24, Christmas Eve;

m. December 25, Christmas Day.

2. In the event that any of the above holidays falls on a Sunday, the first work day following will be observed as the holiday. In the event that any of the above holidays falls on a Saturday, the preceding workday will be observed as the holiday. Additionally, if the holiday falls on a Friday, typically the preceding Thursday is observed as the holiday.
3. Actual hours worked on a holiday will be compensated at straight time. Most employees will not be scheduled to work on the holiday and will not be compensated for the day.

E. VACATION LEAVE.

1. Some part-time employees have regularly occurring schedules. Employees may request to adjust those schedules and take time off work for a vacation period. Employees shall not be compensated for time off.
2. Scheduling of employee vacation leave shall be at the discretion of the City with due regard to the wishes of the employee and the work requirements of the City. The employee shall follow request procedures established by the employee's Department.

F. JURY DUTY LEAVE. An employee of the City who is required to participate as a juror or required to participate in the jury selection process, shall be provided unpaid time off while engaged in such activities.

G. UNPAID LEAVES OF ABSENCE.

1. Employees may be eligible for an unpaid leave of absence due to a serious illness, serious illness of a family member, maternity, or paternity leave pursuant to the Federal Family and Medical Leave Act of 1993 (FMLA), the California Family Rights Act of 1993 (CFRA) and/or the California Pregnancy Disability Act. Refer to the City's Family and Medical Leave Policy and/or contact Human Resources for more information.
2. The City does not participate in the California State Disability (SDI) or Paid Family Leave (PFL) programs. Employees absent from work on approved leave will be on unpaid leave after accrued sick leave has been exhausted. In the event an employee's previous employer contributed to these programs, the employee may contact the State of California Employment Development Department for eligibility information.

V. **SEPARATION FROM CITY SERVICE**

MANNER OF SEPARATION. Separation of an employee from City service may be accomplished in any of the following alternative manners:

1. Completion of work assignment or project.
2. Resignation (voluntary separation initiated by the employee). Employees should submit a letter of resignation to the appropriate immediate supervisor a minimum of two (2) weeks prior to the resignation date.
3. Termination.
4. Death.

VI. INDUSTRIAL INJURIES AND ACCIDENTS

The State Workers' Compensation Laws and this Plan shall govern all aspects of duty-related injuries, illnesses and accidents.

A. INJURY AND ILLNESS REPORTING.

1. All duty-related injuries or illnesses which require medical treatment shall be reported to the appropriate immediate supervisor within 24 hours. If the employee is incapacitated or other extenuating circumstances exist, rendering the employee unable to report the injury or illness within 24 hours, then the employee or their representative shall report the injury or illness as soon as physically possible.
2. If an injury or illness occurs at the end of the work week and if an immediate supervisor is not available, then the injured employee shall leave a message on the supervisor's voicemail or e-mail within 24 hours, with the following details: date/time of injury, nature of injury, how it occurred, where it occurred, if the employee sought medical treatment and if so where, and if the employee will return to work on the next work day. Then, the employee shall report to the supervisor either via telephone or in person, on the next work day, in order to receive the required paperwork and to present any doctor's note. If the employee is incapacitated or other extenuating circumstances exist, rendering the employee unable to report the injury or illness within 24 hours, then the employee or their representative shall report the injury or illness as soon as physically possible.

B. ACCIDENT REPORTING.

1. Any duty-related accident which results in any injury or property damage shall be reported to the appropriate immediate supervisor within one (1) hour by any accident-involved employee. If the employee is incapacitated or other extenuating circumstances exist, rendering the employee unable to report the injury or illness within 24 hours, then the employee or their representative shall report the injury or illness as soon as physically possible.

2. Any duty-related accident which does not result in any injury or property damage shall be reported to the appropriate immediate supervisor by any accident-involved employee by the end of the work-day schedule in which the accident occurred.
- C. MEDICAL TREATMENT FOR INJURY OR ILLNESS. Any employee suffering any duty-related injury or illness which requires either immediate or continued medical treatment shall immediately seek such treatment upon discovery of injury or illness from a City approved physician or medical facility, except as provided by State Law.
- D. LEAVE OF ABSENCE FOR AN INDUSTRIAL INJURY/ILLNESS. Any employee suffering from an accepted work-related injury or illness which disables that employee from the performance of regular job duties shall be entitled to receive a leave of absence as required by law to recuperate from the injury.

VII. STANDARDS OF CONDUCT

- A. The City expects excellent performance and a strong commitment to public service from its employees. The City's values are: Cultural Diversity, Fiscal Responsibility; Focusing on the Future; Excellent Customer Service; Leadership; and Clear and Open Communication. Employees are expected to model these values and to provide the best service possible to our community, consistent with the guidelines and policies for their position.

Examples of actions that are viewed as misconduct and may result in disciplinary action, up to termination, include, but are not limited to, any of the following:

1. Conviction of a criminal offense involving moral turpitude or a felony;
2. Damage to public property or waste of public supplies through misconduct or negligence;
3. Unauthorized absence from regular assigned duty without official leave;
4. Use of fraud or misrepresentation in securing employment;
5. Use of or being under the influence of intoxicating liquors or drugs while on duty;
6. Insubordination;
7. Negligence which affects the safety of the employee or others;
8. Conduct unbecoming a City employee;
9. Failure to perform duties;
10. Failure to observe this Agreement, or City or Departmental rules and regulations;

11. Conduct which discredits the City and/or City personnel.
12. For other causes as determined by the City.

VIII. DISCIPLINE

- A. Full authority for discipline and discharge is retained by the City.
- B. The City may discipline an employee. Such discipline may be in the form of verbal counseling; written reprimand; unpaid suspension; reduction in pay, termination or other actions as appropriate.
- C. Such discipline is not subject to appeal. The employee may submit a written statement responding to the discipline to be included in his/her personnel file. Such written statement must be submitted within 30 days of the receipt of discipline.

IX. COMPLAINT RESOLUTION PROCEDURE

- A. On occasion, an employee may disagree with their supervisor regarding a term or condition in this Compensation Plan, written personnel procedures or other related documents. The employee is encouraged to discuss such issues with their supervisor and to utilize the chain of command up through the Department Director.
- B. If the employee does not feel comfortable using the chain of command or the issue is not resolved, the employee may contact the Human Resources Department.

X. SAVINGS PROVISION

If any provision(s) of this Plan are held to be contrary to the law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

XI. LENGTH OF PLAN

This Plan shall be effective upon adoption by the City Council and remain in effect until modified by the City Council.

APPROVED AND ORDERED IMPLEMENTED BY THE POMONA CITY COUNCIL ON THIS 18th DAY OF OCTOBER, 2021.

ATTEST BY: _____
ROSALIA A. BUTLER
CITY CLERK

BY: _____
TIM SANDOVAL
MAYOR

APPROVED AS TO FORM: _____
SONIA CARVAHLO
CITY ATTORNEY

APPENDIX A

DEFINITION OF TERMS

1. **At-Will:** At-will means that the City can terminate an employee at any time for any reason, except an illegal one, or for no reason. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.
2. **Demotion:** The movement of an employee to a different job classification within the City service having less responsible duties, and/or lower job qualifications, and/or lower salary range level.
3. **Discharge:** Separation from the City service.
4. **Disciplinary Action:** An action taken against an employee such as a verbal or written reprimand, suspension from work with or without pay, demotion, reduction in pay or discharge to correct or address performance deficiencies.
5. **Employee, Confidential:** As defined by Pomona Municipal Code Section 2-276, any employee whose duties would give the employee access to decisions concerning employer-employee relations, or who enters into the decision-making process of the city concerning any matter relating to employer-employee relations. For the purpose of this definition, personnel in the city manager's office, city attorney's office, and the human resources office are considered to be in this category.
6. **Employee, Management:** As defined by Pomona Municipal Code Section 2-276, an employee having responsibility for formulating, administering or managing the implementation of city policies and programs.
7. **Employee, Supervisory:** As defined by Pomona Municipal Code Section 2-276, an employee having authority, in the interest of the city, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.
8. **Part-Time Classification/Position:** Positions that are filled on a temporary basis for a short-term need; on a seasonal basis for a season-specific need; or on an on-going basis for less than a full-time schedule. This definition supersedes the definition of a temporary position in the City of Pomona Personnel Rules and Regulations that limits work to 180 calendar days and a total of 360 calendar days. All positions are now just defined as part-time, also commonly referred to as "hourly". It excludes "Limited-Term Assignment", which is governed by the Personnel Rules and Regulations. The City's agreement with the California Public Employees' Retirement System (CalPERS) excludes employees compensated on an hourly basis hired after June 28, 1962. All employees hired into a classification covered by this compensation plan work on an hourly basis and are excluded from the CalPERS Retirement System pursuant to this provision.
9. **Position:** A specific employment description, whether occupied or vacant, carrying certain duties by an individual who is either a full-time or part-time employee.

10. **Promotion:** The movement of an employee to a different job classification within the City service having more responsible duties, and/or higher job qualifications, and/or a higher salary range level.
11. **Regular Hourly Rate of Pay:** The amount of pay the employee is designated to receive within the salary range for the employee's job classification.
12. **Retired Annuitant:** An employee who is currently a retiree in the California Public Employees Retirement System (CalPERS) and is working on a limited basis consistent with CalPERS regulations. Retired Annuitants are not eligible for any fringe benefits.
13. **Sick Leave:** A period of time earned and accrued by the employee which is a "qualified" benefit and which can only be used for specific sickness-related instances.
14. **Suspension:** The temporary removal of an employee (with or without pay) from City service due to disciplinary purposes.

Appendix B**Classification and Salary Listing Effective ~~December 23, 2018~~ October 1, 2021 (2.5% Increase)**

<u>Classification</u>	<u>Range</u>	<u>Hourly Minimum Salary</u>	<u>Hourly Maximum Salary</u>
<u>Community Service Specialist III</u>	<u>PTM-0030</u>	<u>18.14</u>	<u>25.39</u>
<u>Intern (Confidential)</u>	<u>PTM-0010</u>	<u>14.35</u>	<u>22.97</u>
<u>Library Circulation Supervisor</u>	<u>PTM-0066</u>	<u>35.40</u>	<u>43.04</u>
<u>Library Operations Manager</u>	<u>PTM-0076</u>	<u>45.35</u>	<u>55.10</u>
<u>Library Reference Supervisor</u>	<u>PTM-0066</u>	<u>35.40</u>	<u>43.04</u>
<u>Library Technical Services Supervisor</u>	<u>PTM-0056</u>	<u>27.66</u>	<u>33.62</u>
<u>Management Consultant</u>	<u>PTM-0055</u>	<u>53.14</u>	<u>130.96</u>
<u>Office Assistant I (Confidential)</u>	<u>PTM-0020</u>	<u>14.35</u>	<u>22.97</u>
<u>Office Assistant II (Confidential)</u>	<u>PTM-0045</u>	<u>20.81</u>	<u>29.00</u>
<u>Technical Specialist I (Confidential)</u>	<u>PTM-0025</u>	<u>16.54</u>	<u>31.60</u>
<u>Technical Specialist II (Confidential)</u>	<u>PTM-0052</u>	<u>33.20</u>	<u>53.13</u>

<u>Classification</u>	<u>Range</u>	<u>Hourly Minimum Salary</u>	<u>Hourly Maximum Salary</u>
<u>Community Service Specialist III</u>	<u>PTM-0030</u>	<u>15.17</u>	<u>22.90</u>
<u>Intern (Confidential)</u>	<u>PTM-0010</u>	<u>12.00</u>	<u>20.72</u>
<u>Library Circulation Supervisor</u>	<u>PTM-0066</u>	<u>31.93</u>	<u>38.82</u>
<u>Library Operations Manager</u>	<u>PTM-0076</u>	<u>40.90</u>	<u>49.70</u>
<u>Library Reference Supervisor</u>	<u>PTM-0066</u>	<u>31.93</u>	<u>38.82</u>
<u>Library Technical Services Supervisor</u>	<u>PTM-0056</u>	<u>24.95</u>	<u>30.33</u>
<u>Management Consultant</u>	<u>PTM-0055</u>	<u>52.50</u>	<u>118.13</u>
<u>Office Assistant I (Confidential)</u>	<u>PTM-0020</u>	<u>12.00</u>	<u>20.72</u>
<u>Office Assistant II (Confidential)</u>	<u>PTM-0045</u>	<u>18.77</u>	<u>37.15</u>
<u>Technical Specialist I (Confidential)</u>	<u>PTM-0025</u>	<u>14.92</u>	<u>28.50</u>
<u>Technical Specialist II (Confidential)</u>	<u>PTM-0052</u>	<u>29.95</u>	<u>47.92</u>

*Approximate rates. Actual salary rates calculated by payroll system upon implementation.

Appendix BClassification and Salary Listing Effective December 19, 2021 (Special Adjustments)*

<u>Classification</u>	<u>Range</u>	<u>Hourly Minimum Salary</u>	<u>Hourly Maximum Salary</u>
<u>Community Service Specialist III</u>	<u>PTM-0030</u>	<u>18.96</u>	<u>25.39</u>
<u>Intern (Confidential)</u>	<u>PTM-0010</u>	<u>15.00</u>	<u>22.97</u>
<u>Library Circulation Supervisor</u>	<u>PTM-0066</u>	<u>35.40</u>	<u>43.04</u>
<u>Library Operations Manager</u>	<u>PTM-0076</u>	<u>45.35</u>	<u>55.10</u>
<u>Library Reference Supervisor</u>	<u>PTM-0066</u>	<u>35.40</u>	<u>43.04</u>
<u>Library Technical Services Supervisor</u>	<u>PTM-0056</u>	<u>27.66</u>	<u>33.62</u>
<u>Management Consultant</u>	<u>PTM-0055</u>	<u>53.14</u>	<u>130.96</u>
<u>Office Assistant I (Confidential)</u>	<u>PTM-0020</u>	<u>15.00</u>	<u>22.97</u>
<u>Office Assistant II (Confidential)</u>	<u>PTM-0045</u>	<u>20.81</u>	<u>29.00</u>
<u>Technical Specialist I (Confidential)</u>	<u>PTM-0025</u>	<u>16.54</u>	<u>31.60</u>
<u>Technical Specialist II (Confidential)</u>	<u>PTM-0052</u>	<u>33.20</u>	<u>53.13</u>

Classification and Salary Listing Effective October 1, 2022 (2.5% Increase)*

<u>Classification</u>	<u>Range</u>	<u>Hourly Minimum Salary</u>	<u>Hourly Maximum Salary</u>
<u>Community Service Specialist III</u>	<u>PTM-0030</u>	<u>19.44</u>	<u>26.02</u>
<u>Intern (Confidential)</u>	<u>PTM-0010</u>	<u>15.38</u>	<u>23.54</u>
<u>Library Circulation Supervisor</u>	<u>PTM-0066</u>	<u>36.29</u>	<u>44.12</u>
<u>Library Operations Manager</u>	<u>PTM-0076</u>	<u>46.48</u>	<u>56.48</u>
<u>Library Reference Supervisor</u>	<u>PTM-0066</u>	<u>36.29</u>	<u>44.12</u>
<u>Library Technical Services Supervisor</u>	<u>PTM-0056</u>	<u>28.36</u>	<u>34.46</u>
<u>Management Consultant</u>	<u>PTM-0055</u>	<u>54.46</u>	<u>134.24</u>
<u>Office Assistant I (Confidential)</u>	<u>PTM-0020</u>	<u>15.38</u>	<u>23.54</u>
<u>Office Assistant II (Confidential)</u>	<u>PTM-0045</u>	<u>21.33</u>	<u>29.72</u>
<u>Technical Specialist I (Confidential)</u>	<u>PTM-0025</u>	<u>16.96</u>	<u>32.39</u>
<u>Technical Specialist II (Confidential)</u>	<u>PTM-0052</u>	<u>34.03</u>	<u>54.45</u>

*Approximate salary ranges. Actual salary ranges will be calculated by payroll system upon implementation.

Appendix B**Classification and Salary Listing Effective October 1, 2019 (4%)***

Classification	Range	Hourly Minimum Salary	Hourly Maximum Salary
Community Service Specialist III	PTM-0030	15.78	23.82
Intern (Confidential)	PTM-0010	12.48	21.55
Library Circulation Supervisor	PTM-0066	33.21	40.37
Library Operations Manager	PTM-0076	42.54	51.69
Library Reference Supervisor	PTM-0066	33.21	40.37
Library Technical Services Supervisor	PTM-0056	25.95	31.54
Management Consultant	PTM-0055	54.60	122.86
Office Assistant I (Confidential)	PTM-0020	12.48	21.55
Office Assistant II (Confidential)	PTM-0045	19.52	38.64
Technical Specialist I (Confidential)	PTM-0025	15.52	29.64
Technical Specialist II (Confidential)	PTM-0052	31.15	49.84

~~*Approximate salary ranges. Actual salary ranges will be calculated by payroll system upon implementation.~~

Appendix B**Classification and Salary Listing Effective December 22~~19~~, 2019~~2021~~ (Special Adjustments)***

Classification	Range	Hourly Minimum Salary	Hourly Maximum Salary
Community Service Specialist III	PTM-0030	16.43	23.82
Intern (Confidential)	PTM-0010	13.00	21.55
Library Circulation Supervisor	PTM-0066	33.21	40.37
Library Operations Manager	PTM-0076	42.54	51.69
Library Reference Supervisor	PTM-0066	33.21	40.37
Library Technical Services Supervisor	PTM-0056	25.95	31.54
Management Consultant	PTM-0055	49.85	122.86
Office Assistant I (Confidential)	PTM-0020	13.00	21.55
Office Assistant II (Confidential)	PTM-0045	19.52	27.20
Technical Specialist I (Confidential)	PTM-0025	15.52	29.64
Technical Specialist II (Confidential)	PTM-0052	31.15	49.84

*Approximate salary ranges. Actual salary ranges will be calculated by payroll system upon implementation.

Appendix B**Classification and Salary Listing Effective October 1, 2020 (4%)***

Classification	Range	Hourly Minimum Salary	Hourly Maximum Salary
Community Service Specialist III	PTM-0030	17.09	24.77
Intern (Confidential)	PTM-0010	13.52	22.41
Library Circulation Supervisor	PTM-0066	34.54	41.99
Library Operations Manager	PTM-0076	44.24	53.76
Library Reference Supervisor	PTM-0066	34.54	41.99
Library Technical Services Supervisor	PTM-0056	26.99	32.80
Management Consultant	PTM-0055	51.84	127.77
Office Assistant I (Confidential)	PTM-0020	13.52	22.41
Office Assistant II (Confidential)	PTM-0045	20.30	28.29
Technical Specialist I (Confidential)	PTM-0025	16.14	30.83
Technical Specialist II (Confidential)	PTM-0052	32.39	51.83

*Approximate salary ranges. Actual salary ranges will be calculated by payroll system upon implementation.

Appendix B**Classification and Salary Listing Effective December 20, 2020 (Special Adjustments)***

Classification	Range	Hourly Minimum Salary	Hourly Maximum Salary
Community Service Specialist III	PTM-0030	17.70	24.77
Intern (Confidential)	PTM-0010	14.00	22.41
Library Circulation Supervisor	PTM-0066	34.54	41.99
Library Operations Manager	PTM-0076	44.24	53.76
Library Reference Supervisor	PTM-0066	34.54	41.99
Library Technical Services Supervisor	PTM-0056	26.99	32.80
Management Consultant	PTM-0055	51.84	127.77
Office Assistant I (Confidential)	PTM-0020	14.00	22.41
Office Assistant II (Confidential)	PTM-0045	20.30	28.29
Technical Specialist I (Confidential)	PTM-0025	16.14	30.83
Technical Specialist II (Confidential)	PTM-0052	32.39	51.83

*Approximate salary ranges. Actual salary ranges will be calculated by payroll system upon implementation.